

MANATEE Y JOB OPENINGS EFFECTIVE February 14, 2019

BRADENTON BRANCH

(All Jobs are Part-Time unless otherwise noted)

Membership Sales Associate

The Membership & Sales Associates are responsible for contributing to the sales force sales goals; answering the telephone in a friendly & responsive manner; providing general information to customers & members; perform membership & program registrations accurately; conducting member tours as needed; manage the gate system to ensure authorization in the building is met (clear members & sign-in program participants); maintain & balance cash drawer during shift; open & close the branch as needed; implement new member sales orientation & engagement program; participate in marketing programs as requested by supervisor and maintain a neat & clean front lobby & desk area. Position requires a minimum of 12 hours per week, openings for mornings and weekends.

- o Must be 18 years of age.
- o Possess good oral & written communication skills.
- o Must be friendly & engaging to build professional relationship with members.
- o Proficient with a computer & keyboard.
- o Must be dependable, flexible, have a willingness to learn, organized, detail oriented & able to multi-task.
- o Able to handle stressful situations in a positive manner.
- o Demonstrates good moral character & will adhere to and promote the Y's mission & character development values.
- o Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
Must complete required Redwoods training & New Hire Orientation within 30 days of hire

Lifeguards

Certified part-time lifeguards needed for all shifts. Must be reliable & focused to ensure the safety of all participants in the aquatics environment at all times. When not actively involved with surveillance, must perform pool cleaning duties. Maintain a professional appearance, follow dress code, arrive on time for your shift & follow Y policies & procedures. Must attend all required in-service trainings & meetings requested by the aquatics director & trainings required to ensure certifications stay current.

- o Must be a least 17 years of age with either YMCA, American Red Cross or ASHI Lifeguard certification plus CPR/AED-Pro & First Aid.
- o Must be able to perform strenuous physical tasks necessary for a water rescue.
- o Knows/reviews all emergency procedures & responds to emergency situations immediately in accordance with YMCA policies & procedures & completes related reports as required.
- o Adequate ability to hear noises & distinguish distress signals.
- o Must be able to communicate verbally, including projecting your voice across a distance in normal & loud situations.
- o Must be able to stay alert & able to sit or stand for an extended period of time.
- o Ability to continuously scan all areas of the pool with clear vision.
- o Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- o Must be dependable & flexible.
- o Must complete required Redwoods training & attend New Hire Orientation within 30 days of hire.

Water Aerobics Instructor

Water aerobics instructors are needed for all shifts to instruct participating adult members of all skill levels by following the YMCA teaching standards and procedures while maintaining a safe environment and paying particular attention to the health of the participants. Motivate class participants through creativity, positive reinforcement and an energetic personality. Effectively communicate the function of each exercise as to how it affects the body. Keep accurate class records, including health forms and medical releases.

- o Must be at least 18 years of age with a minimum of three months direct teaching experience.
- o Must be able to work with all types of individuals while caring out the YMCA core values of honesty, caring, respect & responsibility.
- o Be punctual and dependable with a positive, upbeat attitude.

- Able to project voice so participants can clearly hear & understand instructions.
- Able to hear noises and distress signals.
- Maintain a professional appearance and follow Dress Code Standards as stated in the Employee Handbook.
- Prefer certified YMCA Water Fitness Instructor or must complete within one year of hire.
- Current certification in YMCA Lifeguard or YMCA Aquatics Safety Assistant certification or complete within six months of hire.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods Risk Management online training & attend New Hire Orientation within 30 days of hire.

Fitness Coach

A Fitness Coach is needed for evenings and weekends. As a coach you will engage new members and follow them through their initial "6 Weeks to Fitness Success". You'll set goals, design individualized exercise program based on each member's age and fitness level, educate the member on general fitness principles for healthy living and monitor progress.

You are responsible for the member's safety, track their appointments, document progress and meet weekly with the fitness director on member's progress. Must be professional, dependable and able to enforce and adhere to all rules and regulations of the fitness center and training policies.

- Knowledge of basic fitness principles, anatomy and physiology.
- Know how to take blood pressure, measurements and calculate target hear rate.
- Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- Have a positive, upbeat attitude.
- Must be able to work with a variety of clients and those with special medical concerns.
- Able to pass a background & drug screening.
- Must be able to complete the following training within 30 days of hire:
 - YMCA Foundations of Strength & Conditioning or have current Personal Training Certification.
 - YMCA Healthy Lifestyle course.
 - Fitness Instructor Training with Fitness Director.
 - Activtrax Training (online).
 - CPR/AED Pro and First Aid certification.
 - Complete Redwoods Risk Management online training courses required.
 - Attend New Hire Orientation.

Personal Trainers

Experienced Personal Trainer needed for evenings and weekends. Responsible for designing and implementing safe and effective fitness programs to help clients achieve and exceed their goals. Provide guidance, encouragement and motivation to a variety of clients, from athletes to special populations. Must arrive on time for client sessions, is dressed professionally including Y staff shirt. Communicates directly with the client regarding scheduling, following-up as needed, and tracks payments and sessions with client. Must provide each client with your undivided attention, enforcing all rules and regulations of the fitness center to ensure the safety of your client and provides guidance and motivation. Assist clients with designing their program and instruct on proper exercise technique to help them achieve their fitness goals.

- Must have current personal training certification from a nationally recognized organization such as NSCA-CSCS, NSCA-CPT, NASM, AFAA, ACE, plus 1-3 years of experience training clients in a fitness setting.
- Must attend continuing education programs as required to keep your certification current.
- Experience working with individual clients and/or a bachelor's degree or higher in a health/fitness related major preferred.
- Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- Must have a positive, upbeat attitude.
- Must be able to work with a variety of clients: Athletes, seniors, teens and those with special medical concerns such as prenatal, post-cardiac, obesity, etc.
- Must be able to pass background and drug screening.
- Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.

- Must complete required Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

GEX Instructor

Certified General Exercise Instructors needed for evening shifts to teach a variety of classes including:

- High Intensity Cardio for weekday and Saturday mornings
- Cycle for weekday mornings
- BodyFlow for weekday evenings
- BodyPump for weekday evenings and weekends

Must be able to relate to members and class participants in a customer service, team oriented environment. Be able to motivate and express genuine concern and interest for members. Be enthusiastic and have a positive attitude about the Y, its members and other Y employees. Classes must adhere to the YMCA basic exercise standards and guidelines and exemplify a healthy lifestyle.

- Must hold current GEX certification through AFAA Primary Group Exercise or ACE or YMCA Foundations of Group Exercise.
- Certified in your specialized discipline.
- Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- Must be dependable & flexible.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Basketball & Soccer Referees

The Referee is to ensure participants engage in a fun, safe and rewarding experience. Will follow & enforce the rules of the game in a positive manner. Is able to communicate in a respectful manner with parents & participants and able to walk away from confrontational parents to maintain order. Must keep the games moving in a timely manner, start & end on time and make sure equipment is neatly put away in storage when finished. Makes sure the gym is left clean when games are over and equipment is in good working order.

Games are Friday nights and Saturday mornings. Participants range from 4-17 years of age.

- Must be a least 17 year of age and mature enough for this responsibility.
- Must be knowledgeable in youth sports soccer.
- Confident in your calls & judgment and able to communicate them well with participants & spectators.
- Must have an enthusiastic & positive attitude for the game, the Y, its members & fellow employees.
- Must have a professional appearance with proper referee attire & shoes (shirts & whistles will be provided).
- Must be punctual and reliable.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods online training & attend New Hire Orientation within 30 days of hire.

Summer Day Camp Director

Under the guidance of the Branch Executive Director & Program Lead, the Summer Day Camp Director will be responsible for the administration of the branch day camp programs. Responsibilities include but are not limited to:

- Assisting in the interview process for hiring camp counselors.
- Assisting in the on-boarding and orientation of the camp new hires.
- Creating and building the best camp program.
- Responsible for program growth, program retention and overall program satisfaction.
- Actively participate in the preparation and delivery of the training curriculum for all staff and volunteers. Track completion of online training and certifications by counselors to ensure completion before the start of camp.
- Assemble weekly rosters for all camps (regular and specialty) for morning sign in. Ensure payment for the week has been paid before participation.

- Complete and have ready the Friday before, the weekly work schedule for counselors for proper coverage and hour limitations are complied with.
- Plan weekly activities. Coordinate as needed with other directors (aquatics; fitness) on use and scheduling in their departments.
- Field Trips: Assist with the planning and implementation of the trips (facility payment; Y bus)
- Must keep accurate attendance sheet; keep all paperwork on campers; always know how many campers you have.
- Monitor your camp counselors, making sure they are following their training and Y policies and procedures.
- Understand employment laws of minors that may be working as support staff.
- Ensure counselors are properly completing their payroll time sheets.
- Assist with season end staff evaluations.
- Will provide exception customer service to parents and guardians and ensure all staff do to.
- Must be 21 years of age with a minimum of two years related experience.
- Must have an education background suited to the requirements of the position.
- Have strong organizational skills, written and verbal communication skills and computer skills.
- Must have the ability to process confidential information through a firm understanding of the branch chain of command.
- Exercise self-motivation and reliability to ensure proper follow-up to the Branch Executive Director and/or the Program Lead on program matters.
- Must be able to delegate appropriate responsibilities to assisting staff in order to accomplish necessary tasks.
- Must be professional in appearance, following the dress code and wearing staff ID or name badge.
- Must be dependable and reliable.
- Must be able to pass level II (fingerprint) and drug screening.
- Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.

Summer Day Camp Assistant Director

The Seasonal Assistant Day Camp Director will provide leadership for camp activities, supervise staff, develop programs & provide a fun-filled environment with opportunities for growth & development for campers & staff. Assists camp director in the administration of the branch day camp programs.

Responsibilities include but are not limited to:

- Assists Camp Director with training and development of the counselors, volunteers and support staff.
- Actively participates in the preparation and delivery of the training curriculum for all staff and volunteers.
- Ensures all staff completes required training and certifications prior to the start of camp.
- Has read, understands and enforces the policies and procedures in the Employee Handbook.
- Assists Camp Director in the administration and development of camp programs to create and build the best camp program.
- Assembles weekly rosters for each camp.
- Assists with the maintenance of all program records to insure their accuracy, are organized and secure.
- Assist in planning of all weekly camp-related duties, including: program promotion, supervision, community relationship building, field trips and supervision of staff and day-to-day operations.
- Ensure the YMCA standards of customer service are followed.
- Maintain open communication with the Program Director and Camp Director to achieve and maintain the highest standards possible.
- Must be 21 years of age.
- Must bring to the position an education background suited to the requirements of the position.
- Must possess strong organizational skills and equally effective verbal and written communication skills.
- Have the ability to relate effectively to a diverse group of people from all social and economic segments of the community.
- Must have the ability to process confidential information through a firm understanding of the branch chain of command.
- Exercise self-motivation and reliability to ensure proper follow-up to the Program Director on department matters.

- Must be able to pass a Level II screening (fingerprint) & drug screening.
- Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.


Seasonal Day Camp Counselors

Full-time and Part-Time seasonal day camp counselors are needed Monday-Friday. Y camp programs are a fun, exciting place for kids to spend their summer days. We're looking for talented & caring counselors to lead & guide campers so they'll have a meaningful experience & make a positive impact in their lives through our day-to-day programs. Weekly activities include swimming, group games, sports, arts & crafts, field trips, clubs and more. Camp participants age range from 5 to 14 with one counselor for every 15 children.

- Must be 18 years of age.
- Energetic, patient & creative.
- Must be able to lead campers in games, swim, sing songs, lead a variety of sports, assist campers with their arts & craft projects plus focus on values & character building.
- Be responsible for the safety & supervision of your assigned group of campers.
- Must be able to work with youth & families from a variety of backgrounds.
- Must be able to work independently & as part of a team.
- Must be able to pass a Level II screening (fingerprint) & drug screening.
- Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.
- Must practice the YMCA core values of caring, honesty, respect & responsibility at all times.

HOW TO APPLY

If you do not have prior formal work experience, other life experience can be entered under the employment data. Have you done any volunteer work? Do you help at your church? How about school events or projects?

Qualified applicants will be contact via email and you will be emailed with a link to  to invite your references to complete a survey relating to your qualifications to work for the Y.

All applicants must be able to pass background and drug screening. Day camp positions must pass Level II, Fingerprint screening.

Submit completed Y employment application.

(Found on the Employment page of our web site)

Make sure you specify on the application the position you are applying for.

Make sure you have included a legible Email address as this is how we will contact you.

Mail your completed application to the program director at:

3805 59th Street W
Bradenton, FL 34209

You may also drop off your completed application to the branch to the attention of the program director.

Aquatics
Jacque McMahan
jmcMahon@manateeymca.org

Youth Sports & Day Camp
Connor Haughey
chaughey@manateeymca.org

Fitness and Wellness
Jacque McMahan
jmcMahon@manateeymca.org

Membership/KidsZone/Performing Arts
Jennifer Haughey
jhaughey@manateeymca.org